



MEMORANDUM

TO: Indiana Superintendents and Principals
FROM: Jon Gubera, Chief Accountability Officer
DATE: March 2, 2012
TOPIC: A-F Calculation Workbook

Overview

The Indiana Department of Education has developed a workbook that allows each school and corporation to calculate their approximate grades under the new A-F model as adopted by the State Board of Education on February 8, 2012. **Be sure to examine the “Definitions” page (tab 4) before entering data because it explains which data are needed for the calculations.**

The workbook contains five tabs (located at the bottom of the Excel file), including:

- 1) Elementary-Middle School Model
- 2) High School Model
- 3) Combined – FINAL – Grade
- 4) Definitions
- 5) Point and Grade Scales

Directions

For tabs one, two and three, enter your percentages in the yellow highlighted rows and the spreadsheet will perform the calculations automatically.

For **Elementary and Middle Schools** serving students ranging between grades 3-8, please use **tab one**.

For **High Schools** serving students ranging between grades 9-12, please use **tab two**.

For **Combined Schools and for all Corporations** serving students ranging between grades K-12, please use **tabs one, two and three**. *Be sure to enter your enrollments as percentages on tab three.*

Tab four has **Definitions and Key Terms** explaining each metric utilized in the workbook.

Tab five has the scales that determine the point distribution and grades based on performance.

Disclaimer

The results generated through this workbook will not be used for accountability purposes for 2011-12 or any other year. Any calculations performed in this workbook will not be construed as representative of actual past or future school or corporation grades. This workbook is simply provided as a tool for schools and corporations to calculate estimated grades only.